

**MINUTES OF A REGULAR MEETING OF THE
TORRANCE LIBRARY COMMISSION**

1. CALL TO ORDER

The Torrance Library Commission convened in a regular session at 7:02 p.m. on Monday, August 10, 2009 at the Southeast Library.

2. ROLL CALL

Present: Commissioners Chappell, Haig, Ross, Stapleton, and Chairperson Gerber.

Absent: Commissioners Sheldon and Wermers.

Also Present: City Librarian Weiner, Principal Librarian Theyer, and Senior Librarian Deleget.

MOTION: Commissioner Haig moved to grant excused absences to Commissioners Sheldon and Wermers for the August 10, 2009 Library Commission meeting. Commissioner Chappell seconded the motion; a voice vote reflected unanimous approval.

Commissioner Stapleton requested excused absences for the September and October 2009 Library Commission meetings.

Commissioner Haig requested an excused absence for the September 2009 Library Commission meeting.

MOTION: Commissioner Ross moved to grant excused absences to Commissioner Stapleton for the September and October 2009 Library Commission meetings and to Commissioner Haig for the September 2009 Library Commission meeting. Commissioner Chappell seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Sheldon and Wermers).

Chairperson Gerber welcomed guest Allen Ravine.

3. FLAG SALUTE

Commissioner Haig led the Pledge of Allegiance.

4. APPROVAL OF MINUTES

4a. MINUTES OF JULY 13, 2009

MOTION: Commissioner Ross moved to approve the July 13, 2009 Library Commission meeting minutes as submitted. Commissioner Stapleton seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Sheldon and Wermers).

5. NEW BUSINESS

5a. FRIENDS OF THE TORRANCE LIBRARY REPORT

City Librarian Weiner reported that the Friends July 18, 2009 paperback book sale was successful and netted approximately \$6,000.

Commissioner Ross stated that he attended the book sale and was amazed at the number of people purchasing books and the variety of reference books offered.

5b. SOUTHEAST LIBRARY REPORT

Senior Librarian Deleget welcomed Commissioners and provided an update on activities at the branch since the Commission's last visit. She discussed staffing changes, the history of the branch, surrounding schools, and the ethnically diverse community that the library serves. She was pleased to announce that Terese Babier will be returning as Youth Services Librarian. She noted that the library was closed for refurbishment from December 22, 2008 to April 12, 2009 for earthquake safety and reopened with new shelving, signage, paint, ceiling tiles, carpeting, wireless Internet access, electrical and data lines, and circulation desk. She reported that after-school activity is high and that the branch serves a large population of retirees. She stated that the library has materials in Spanish, Chinese, Japanese, Korean, and Vietnamese. She noted that circulation statistics for the last fiscal year were 82,000 transactions even though they were closed for over three months.

Responding to Commissioner Ross' inquiry, Principal Librarian Theyer discussed foreign language collections at the branch libraries, noting that Katy Geissert Civic Center Library has materials in 15 different languages.

In response to Commissioner Haig's inquiry, Principal Librarian Theyer explained that televisions in branches are for area disaster center functions, adding that the City recently lost the ability to receive free cable for the branches.

Senior Librarian Deleget reported that Southeast Library has two family story times, two teen book discussion groups, and Writing Partners. She described successful craft programs for adults, teens, and children at the library as well as the Summer Reading Program. She concluded her presentation with a wish list that includes a new front door, larger book returns, and to have the back door painted with anti-graffiti coating.

5c. SUNDAY SERVICE 2009-10

City Librarian Weiner noted that a list of proposed 'Open' Sundays from September 13, 2009 to June 13, 2010 was included in agenda materials. She stated that the proposed 32 Sundays were selected in consideration of holidays, school calendar, and staffing. She added that it is staff's recommendation to be open on the Sunday following the Armed Forces Day parade. She stated that the Library is pleased with the contract service they have been using and is recommending that City Council extend their contract at the same rate, adding that each year more Library staff are filling positions and less contract staff.

MOTION: Commissioner Haig moved to approve the proposed 'Open' Sunday schedule for fiscal year 2008-2009 as presented. Commissioner Chappell seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Sheldon and Wermers).

5d. OUTREACH AT TORRANCE 'BLOCK PARTY' AUGUST 30

Principal Librarian Theyer reported that the Library will have a booth in the Kid Zone area of the 'Block Party' in old Torrance on August 30, 2009 from 10:00 a.m. to 6:00 p.m. She asked for volunteers to assist her in providing outreach and helping children make a craft.

Commissioner Ross offered to assist her in the afternoon and Commissioners Chappell and Gerber indicated that they may also be able to help.

6. UNFINISHED BUSINESS

6a. EL RETIRO LIBRARY OPEN HOUSE DEBRIEFING

Chairperson Gerber stated that the July 23, 2009 event was well attended, that the facility looks beautiful, and that she was impressed by all the community support.

Commissioner Ross noted that he was impressed with the number of people in attendance.

Commissioner Stapleton stated that it is also important to share information about improvements that cannot be seen.

Responding to Commissioner Haig's inquiry, Principal Librarian Theyer stated that refurbished branch staff are for the most part happy with the changes, noting that they particularly like that shelving and collections are now rearrangeable.

City Librarian Weiner mentioned that one thing that has disappointed staff is that furniture was not replaced.

Responding to Commissioner Ross' inquiry, Principal Librarian Theyer advised that she has a \$10,000 budget per year for all furniture and equipment at all branches. She noted that one of the elements of her Branch Facility Master Plan establishes an asset replacement fund.

Commissioner Ross stated that it is important to put in a line item request each year for furniture in the capital budget, adding that this would allow Commissioners to lobby on behalf of a specific project.

In response to Commissioner Ross' inquiry, staff advised that the branch libraries have fire doors but do not have smoke alarms, sprinklers, or smoke detectors.

7. STANDING COMMISSION COMMITTEE REPORTS

7a. TORRANCE PUBLIC LIBRARY FOUNDATION

City Librarian Weiner reported that Commissioner Wermers attended the July 20, 2009 Foundation meeting and that new officers were elected: Keri Gilbert - President and Treasurer, Kurt Weideman - Vice-President, Helen Nowatka - Corresponding Secretary, and Susan Rhilinger - Recording Secretary. She stated that the Foundation is working on another newsletter and is presenting an author talk with stand-up comic Elizabeth Beckwith on October 7, 2009.

Commissioner Haig suggested inviting a Foundation board member to a Commission meeting.

7b. SCLC SYSTEM ADVISORY BOARD

City Librarian Weiner reported that at the July 2009 Southern California Library Cooperative (SCLC) meeting bylaws and standing rules were established, noting that it was decided that SCLC will meet at least four times per year.

8. MONTHLY DEPARTMENT REPORT

8a. BRANCH LIBRARY REFURBISHMENT UPDATE

Principal Librarian Theyer reported that CitiCABLE filmed the El Retiro Library reopening on July 20, 2009. She stated that El Retiro does not have wireless Internet access yet but that it is available at Southeast and North Torrance branches. She reported that Henderson Library closed on August 2, 2009 and that demolition will start on August 11, 2009. She noted that, due to the State sales tax increase, shelving will cost \$2,000 more altogether. She stated that kitchenette upgrades at North Torrance, Walteria, and Henderson were added to the scope of work and will be paid for with Library savings, with the work being done in-house. She reported that they are reviewing the final shop drawings for North Torrance Library and are conducting safety training with Torrance Police Department with each of the branch staff as it reopens.

City Librarian Weiner noted that Katy Geissert has seen an increase in patronage due to the branch closure.

8b. TORRANCE PUBLIC LIBRARY LINK PROJECT UPDATE

Principal Librarian Theyer reported that the LINK grant project ends August 15, 2009 and that remaining funds are being used to contract for a new volunteer brochure, laptop for creating and editing podcasts, to purchase templates for fliers, incentives, pop-up canopy, three table banners, and stand-up signs on easels. She stated that the final report for the State Library is due September 15, 2009 and was pleased to announce that all objectives were accomplished.

Commissioner Haig requested that she provide a copy of the final report at the next Commission meeting.

8c. OTHER

City Librarian Weiner announced that City Council has appointed an ad hoc committee to look into consolidating City Commissions and encouraged Commissioners to attend the first meeting on August 24, 2009 at Katy Geissert meeting room.

She stated that Katy Geissert has been granted a request for a defibrillator and is setting up training with Torrance Memorial Medical Center.

City Librarian Weiner invited Commissioners to attend Norm Reeder's retirement party on September 16, 2009.

She announced upcoming programming that includes "Route 66: Lost & Found" on August 12, 2009, "Many Faces of the Harp" on August 26, 2009, and "Raising a Money Smart Child" on September 2, 2009.

9. ORAL COMMUNICATIONS

9a. Commissioner Stapleton discussed the Chairperson Training that she attended and the importance of setting specific goals for Commissions to work on.

9b. Commissioner Stapleton suggested that it would be helpful for staff to provide monthly circulation statistics.

9c. Allen Ravine stated that he was impressed with how the local community supports El Retiro Library.

9d. Chairperson Gerber presented a draft thank you note from the Commission to Providence Little Company of Mary Medical Center of Torrance for its support of Live Homework Help.

9e. Chairperson Gerber stated that she attended the Chairperson Training and suggested discussing the Commission's goals at a future Library Commission meeting.

9f. City Librarian Weiner informed Commissioners that the Environmental Impact Report for the General Plan Update is available online.

9g. It was noted that Torrance Unified School District has decided to eliminate the monthly Educational Council of Torrance (ECT) luncheons.

10. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the September 14, 2009 Library Commission meeting agenda were listed and include: Friends, Block Party debriefing, Youth Council, Foundation, branch library refurbishment, Summer Reading Program, LINK final report, and SCLC.

11. ADJOURNMENT

MOTION: At 9:05 p.m., Commissioner Haig moved to adjourn the meeting to Monday, September 14, 2009 at the El Retiro Library, at 7:00 p.m. Commissioner Chappell seconded the motion and, hearing no objection, Chairperson Gerber so ordered.

Approved as Submitted September 14, 2009 s/ Sue Herbers, City Clerk
